

Replacement Transcript Order Form

The **iam** can normally issue replacement transcripts within six years from the date of their original issue.

Please complete the form and send to the iam with an administration fee of **£30.00** per transcript.

Name:	
Address (Address must be cardholder's):	
Country:	Postcode/Zip:
Telephone:	Email:
Membership Number:	

I request a replacement transcript for the:

<input type="checkbox"/>	Introductory Award in Administrative Management
<input type="checkbox"/>	Certificate in Administrative Management
<input type="checkbox"/>	Diploma in Administrative Management
<input type="checkbox"/>	Advanced Diploma in Administrative Management

I enclose a remittance for £_____ via:

Cheque/Bankers Draft

(payable to 'The Institute of Administrative Management')

Debit card:

<input type="checkbox"/> Delta	<input type="checkbox"/> Solo
<input type="checkbox"/> VISA	<input type="checkbox"/> Switch

Switch only:

Issue No: /

Start Date: /

VISA Mastercard

Card No: / / /

Expiry Date: /

Security No: (Last 3 numbers on reverse of card)

Signature:	Date:
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**Return to: Customer Services, iam, 6 Graphite Square, Vauxhall Walk,
London, UK, SE11 5EE Fax: +44(0)2070912619
email: info@instam.org**

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see www.instam.org